



*"It is not the strongest of the species that survive,  
nor the most intelligent, but the one most  
responsive to change."*

– Charles Darwin

# Purchasing Update

Division of Purchasing, Idaho Department of Administration

Volume 5, Issue 2

June 20, 2006

## **FISCAL YEAR END**

Is everyone breathing a sigh of relief yet? We have almost made it through another fiscal year. We know that some of you are still very busy wrapping things up, so if you have any questions or issues that you might need a little help with, please give us a call.

## **PURCHASING WORKSHOP**

We are pleased to announce a Purchasing Workshop for the Boise area. Anyone that has responsibility to purchase goods or services for your agency is encouraged to attend. Registration is not necessary to attend this workshop. Workshops for Northern and Eastern Idaho will be announced soon.

Tuesday, July 25, 2006  
9:00 a.m. – 12:00 Noon  
Department of Agriculture  
2270 Old Penitentiary Road  
Boise  
Downstairs Conference Room

### Tentative Agenda

Welcome to Agriculture – Phillip Brandy  
Administrative Updates - Jan Cox  
New Personnel, Purchasing Announcements – Mark Little  
Public Works, What we Do and Who to Contact – Tim Mason  
Enterprise Rent-A-Car Presentation – Michael Gartner  
Other Administration Departments & Services – Bobbi Eckerle  
New Statewide Contract Vendor Presentations

## **RETIREMENT**

Congratulations to Aaron Wolter, Purchasing Officer for the Division of Purchasing. After 16+ years with the State of Idaho, Aaron is retiring. His last day is Friday, June 23, 2006. Please send him an e mail to wish him all the best for his many years of service to the State, the Department of Administration and your agency.

## **STATEWIDE CONTRACT SURVEY**

The survey for Plain and Printed Grocery Bags has been completed. It appears that there is not enough interest from the Agencies to pursue a Statewide Contract for this commodity. Thanks to all of you that took the time to respond. We appreciate your input.

## **PURCHASING TIPS**

For those of you new to purchasing. The following is a statement that we recommend you might use for "Formal bid openings with Vendors".

Good Morning, My name is \_\_\_\_\_(your name)\_\_\_\_, I am a Buyer for the Department of \_\_\_\_\_(your agency)\_\_\_\_\_. We are here to open manual bids #00000 for \_\_\_\_\_(commodity)\_\_\_\_\_. for the Department of \_\_\_\_\_(your agency)\_\_\_\_\_ to be opened at 10:30 a.m.

It now being that date and time, I declare all other bids received as being too late, unless otherwise date and time stamped and so noted indicating the bid was received in a timely manner.

## **STATEWIDE CONTRACTS UPDATES**

Paper, Plastic and Cleaning Supplies has been re-bid and is currently being evaluated. A new Contract is anticipated soon.

Plastic Bags and Tires are out to bid and new contracts are anticipated to be in place sometime in July.

Recent price increases have been posted to the Copy Paper Contract.

Price increases for Propane, SBPO #1122 with Amerigas for Zones I and II, and SBPO #1121 with V-1 (dba Heritage) for Zones III, IV, V, and VI will be effective July 1, 2006.

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to know that too.

**Purchasing Update** is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov)